

ACCOUNTING SPECIALIST

PURPOSE AND NATURE OF WORK

Positions in this class are responsible for an important accounting function, such as maintenance of a group of fund ledgers, balancing and analyzing a group of bank statements and reconciling with the general ledger, or processing employee time sheets, pay orders for workmen's compensation, and maintaining a deduction ledger for the payroll.

Incumbents work with relative independence, and may work with clerical assistance, but are not supervisory positions.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Prepares journal entries and vouchers recording cash receipts, disbursements, inter-fund transfers, analyzes and corrects computer generated reports of these, processes invoices and records for bond payments. Establishes new accounts, records audit and correcting entries.

Reconciles statements of many bank accounts, analyzes transactions, makes correcting journal vouchers, balances with the general ledger. Prepares summary and statistical reports of utility accounts receivable revenues following each billing cycle. Posts utility customer security deposits, prepares audit schedules.

Processes time sheets, examines computer entries of hours worked, account numbers, budget appropriation numbers, employee leave records. Processes changes in payroll such as tax status, workers compensation, name and pay rate changes. Maintains a payroll deduction ledger and disburses deduction checks. Prepares payroll reports for local government and intergovernmental agency budgeting, banking, fee collection and material acquisition.

May conduct process of department, division or intergovernmental agency budgeting, banking, fee collection and material acquisition.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of basic bookkeeping principles and practices.

Thorough knowledge of process, materials and methods of government general ledger maintenance.

Thorough knowledge of process, materials and methods of bank statement reconciliation, analyses and reporting.

Thorough knowledge of process, materials and methods of processing employee payroll with in time lines, and of State and Federal tax requirements.

Ability to understand interrelationships of and prepare fiscal reports related to accounts payable, receivable, inventory and budgeting.

Ability to perform arithmetic computations with speed and accuracy.

Ability to operate a computer terminal.

Ability to establish and maintain effective working relationships with employees and public.

Skill in the use of business calculators and computer terminal.

DESIRABLE TRAINING AND EXPERIENCE

Completion of college level course work in accounting, and extensive experience in government and utility accounting; or an equivalent combination of education and experience.